

LANCASTER COUNTY

COUNTY - CITY BUILDING Telephone: (402)441-7410
LINCOLN, NEBRASKA 68508 FAX : (402) 441-6513
BOARD OF COMMISSIONERS

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS

NOTICE TO BIDDERS SPECIFICATION NO. 06-139

Lancaster County intends to enter into contract and invites you to submit a sealed bid for:

CLEANING SERVICES FOR THE WESTGATE OFFICE AND SHOP FACILITIES FOR THE LANCASTER COUNTY ENGINEER

MEETING OR EXCEEDING LANCASTER COUNTY'S SPECIFICATIONS

Sealed bids will be received by Lancaster County, Nebraska on or before 12:00 noon **Wednesday, April 26, 2006** in the office of the Purchasing Agent, Suite 200, "K" Street Complex SW Wing, located at 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read aloud in the Bid/Conference Room located on the Ground Floor.

Bids may be downloaded from the City's website at www.lincoln.ne.gov Keyword: Bid. Prospective submitters must monitor the bid listing for any addendums.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Late bids will not be considered.

COMMISSIONERS

DEB SCHORR * LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMAN
KERRY EAGAN, Chief Administrative Officer

Company Name _____

BID REQUEST SPECIFICATION #06-139

CLEANING SERVICE FOR COUNTY ENGINEER

**BIDS DUE: 12:00 NOON
DATE: Wednesday, April 26, 2006**

ADDENDA RECEIPT: The receipt of the addenda to the specification number _____ through _____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of Lancaster County for the above listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide the labor, certificate of insurance, unemployment compensation, materials and equipment in strict accordance with the specifications as prepared by the County for the consideration of the amount set forth in the following price schedule:

1. Contractor's price proposal to provide cleaning services as specified for the period beginning:

1.1 Annual Bid (July 1, 2002 through June 30, 2003)

1.1.1 Administrative office (Bldg. #C): \$ _____

1.1.2 Shop area (Bldg. #B): \$ _____

1.1.3 Weed Control Authority (Bldg. #B) \$ _____

TOTAL ANNUAL LUMP SUM OFFER: \$ _____

CONTRACTOR TO BE PAID MONTHLY IN TWELVE EQUAL

INSTALLMENTS OF: \$ _____ /mo. Administrative office (Bldg. #C)

\$ _____ /mo. Shop area (Bldg. #B)

\$ _____ /mo. Weed Control area (Bldg. #B)

NOTE: total of these monthly installments times 12 should equal the "Lump Sum Offer listed above.

2. List three commercial references below:

2.1 Company Name: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Approx. Annual Contract Value: \$ _____ # of sq. ft. cleaned: _____

How long have you had this account/customer: _____

Company Name _____

2.2 Company Name: _____
Address: _____
City/State/Zip: _____
Contact Name: _____
Phone Number: _____ Fax Number: _____
Approx. Annual Contract Value: \$ _____ # of sq. ft. cleaned: _____
How long have you had this account/customer: _____

2.3 Company Name: _____
Address: _____
City/State/Zip: _____
Contact Name: _____
Phone Number: _____ Fax Number: _____
Approx. Annual Contract Value: \$ _____ # of sq. ft. cleaned: _____
How long have you had this account/customer: _____

2.4 List any contracts (either past or present) you have held with the City or County:

3. COMPANY BACKGROUND:

3.1 How long has your firm been performing commercial cleaning services?

3.2 How many full time employees does your firm have (working at least 36 hours/week)?

3.3 How many part time employees does your firm have?

3.4 Detail your arrival and departure schedule from our facility (indicating an estimate of daily, weekly and (if appropriate) any annual hours?

3.5 Detail your process for resolution of complaints or customer concerns?

4. The County intends to enter into a contract agreement with the successful bidder for a three (3) year period, as thirty-six (36) consecutive months. All pricing must remain firm for the first full twelve month period of the contract.

Do you agree? ___ YES ___ NO, _____

- 4.1 After the first 12 month period, prices may be adjusted only once annually based on current inflation and actual expenses generated from the service. The County must receive a 90 day notice, in writing of any increase in price.

Do you agree? ___ YES ___ NO, _____

5. The County is also interested in an option to renew for one (1) additional three (3) year period (offer to renew will be mutually determined at the conclusion of the initial contract). All terms and conditions of the renewal period will be identical to the original contract period, unless mutually agreed upon via standard contract addendum process.

Will you consider the renewal offer, if extended by the County? ___ YES ___ NO

**NOTE: RETURN 2 COMPLETE COPY OF BID OFFER AND SUPPORTING MATERIAL
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. NO. 06-139**

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to Lancaster County, and to enter into a contract if this offer is accepted.

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE NO.

(Date)

FAX NO.

Bids may be inspected in the Purchasing Division during normal business hours after tabulation and review by a Purchasing Agent. Bid tabulations can be viewed on our website at: lincoln.ne.gov Keyword: **Bid** The Intent to Award will be listed on the website when a recommendation is received from the Department.

INSTRUCTIONS TO PROPOSERS

LANCASTER COUNTY, NEBRASKA PURCHASING DIVISION

1. PROPOSAL PROCEDURE

- 1.1 Proposer shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the proposer. Bidder shall not change the bid form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the Contractor's letterhead and firmly attached to the response/offer document.
- 1.2 Proposed prices shall be submitted on the Bid Form included, and arrive at the Purchasing Office by the date and time specified herein.
- 1.3 Response by a firm / organization other than a corporation must include the name and address of each member.
- 1.4 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.5 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.6 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each bidder agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, bidder shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. BIDDER'S REPRESENTATION

- 3.1 Each Bidder by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 3.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work and has correlated the observations with the requirements of the Bid.

4. SPECIFICATION CLARIFICATION

- 4.1 Bidder shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 4.2 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 4.3 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the County; proposers shall not rely upon oral interpretations.

5. ADDENDA

- 5.1 Addenda are written instruments issued by the County prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 5.2 Addenda will be mailed or delivered to all who are known by the County to have received a complete set of specification documents.
- 5.3 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the bid, or addendum including postponement.

6. EVALUATION AND AWARD

- 6.1 The signed bid shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 6.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers: each proposer agrees in submitting offer.
- 6.3 **Award will NOT be based on price alone. Award criteria will include prices offered, references, experience and other pertinent information deemed necessary to arrive at a mutually agreeable relationship.**
- 6.4 A committee will be assigned the task of reviewing the bids received.
 1. The committee may request documentation from bidder(s) of any information provided in their bid response, or require the bidder to clarify or expand qualification statements.
 2. The committee may also require a site visit and/or verbal interview with a bidder or select group of bidders to clarify and expand upon the proposal response.
- 6.5 The offer will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the County, and as the County deem will best serve their requirements.
- 6.6 The County reserves the right to accept or reject any or all offers, parts of offers; request rebids; waive irregularities and technicalities in offers; or to award the bid on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the County.

7. LAWS

- 7.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

**SPECIFICATIONS
FOR
CLEANING SERVICES FOR THE
WESTGATE OFFICE AND SHOP FACILITIES
FOR THE LANCASTER COUNTY ENGINEER**

GENERAL INFORMATION

1. **SCOPE OF THE PROJECT:** Lancaster County here, in after referred to as the County; desires bids from interested firms, here in after referred to as contractor(s), to provide cleaning services for the Lancaster County Engineer's Office building, Shop and Weed District Office.
 - 1.1 The cleaning service shall include all labor, materials, machines, appliances and equipment necessary to provide and perform to the satisfaction of the County Engineer.
 - 1.2 Preference for award will be given to the Contractors whose bid substantially meet all of the required specifications, duties, terms and conditions as defined in this request.

2. **SITE VISIT:** A site visit should be arranged by all interested bidders by contacting the County Engineers Office located at: 444 Cherrycreek Road, Bldg. C and B, Lincoln. To arrange the site inspection contact:
Candy Hunt, County Engineer Administrative Services Officer at 441-7681 (Bldg. C)
Wilbur Auman, County Shop Administration at 441-7797 (Bldg. B)
Russ Schultz, County Weed Superintendent at 441-7817 (Bldg. B)
 - 2.1 All interested contractors must visit the site to insure their proposal response is inclusive of all work to be performed.
 - 2.2 No subsequent financial adjustments will be authorized due to failure of the contractor to include work detailed in the specifications or conditions present at the site.

3. **CONTRACTOR INSURANCE REQUIREMENTS:** The successful contractor shall furnish to the County certificate(s) of insurance in the kinds and minimum amounts as detailed in the attached "Insurance Requirements for all County Contracts".
 - 3.1 Coverage shall remain in effect for the duration of the agreement, and the insuring company must agree to add the Lancaster County as an additional insured, and notify them with 30 days written notice of cancellation, non-renewal, or material change in coverage.

4. **NO USE OF TOBACCO PRODUCTS:** The County does not allow smoking or the use of any tobacco products within it's facilities and on any property surrounding it's facilities.
 - 4.1 This ban applies to contractors and sub-contractors and their employees.

5. **NO ALCOHOLIC BEVERAGES/ILLCIT DRUGS:** The use or possession of alcoholic beverages or illicit drugs will not be permitted on the County's property.
 - 5.1 Any contract employee who reports for work showing evidence of an impaired condition shall not be permitted to remain on the premises.
 - 5.1.1 The Contractor is completely responsible for monitoring his/her employees and will be held responsible for proper handling of suspected incidents of improper use of alcohol or drugs.

6. **QUALIFICATIONS OF THE BIDDER:** The County may investigate as deemed necessary to determine the ability of the bidder to perform the required work, and the bidder shall furnish to the County all such information and data for this purpose.
 - 6.1 The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy that the bidder is qualified to carry out the obligations of the contract and to complete the work specified herein.
 - 6.2 The County may require a verbal interview with one, some or all of the interested bidders.
 - 6.3 No bidder will be considered who is not at the present time actively engaged in the performance of Contract Cleaning Services and who cannot clearly demonstrate to the satisfaction of the County his/her ability to satisfactorily perform the work in accordance with the requirements of this specification.
 - 6.4 Bidder shall provide at least three references for other customers or firms who have similar needs to the County.
 - 6.4.1 References will be checked as well as any City/County Department/Agency currently using the Bidder's services.
 - 6.4.2 Information regarding the satisfaction of existing and past customers will be a consideration in the award of this project.
7. **TERMINATION NOTICE:** The County may terminate the Contract with a thirty (30) day written notice if the Contractor:
 - 7.1 Refuses or fails to supply enough properly skilled workers or proper equipment to satisfactorily provide complete Cleaning Services as requested.
 - 7.2 Fails to make payments to Suppliers or Subcontractors for materials and/or labor in accordance with the respective agreements between the Contractor and Subcontractors.
 - 7.3 Disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction over the Contract.
 - 7.4 If the Contractor's or Subcontractor's employees commit a breach of facility security rules.
 - 7.5 Otherwise commits a substantial breach of any provision of the Contract Document.
8. **PROVIDED BY THE COUNTY:** Materials provided by the County shall include: all restroom dispensers (paper, toilet tissue, etc.); all consumable paper products; entrance mats and runners; and waste paper baskets and plastic liners. A reasonable supply of: lighting, power, gas, and water for use in the cleaning of the facility.
9. **PROVIDED BY THE CONTRACTOR:** All cleaning supplies (including: soaps, waxes, disinfectants, etc.), equipment (machines, buckets, mops, etc.), supplies (chemicals, applicators, rags, etc.) and labor to provide complete cleaning services as outlined in these specifications.
10. **COMMUNICATION AND SUPERVISION:** The contractor shall assign as supervisor or person of authority to coordinate all work performed for the County.
 - 10.1 Contractor's supervisor shall conduct a daily inspection of the premises to insure compliance with the required work.
 - 10.2 Contractor's supervisor shall confer at least once a month with the County's representative to insure that the work requested has been performed to the County's satisfaction.

10.3 The work outlined in these specifications shall not begin prior to 5:00 p.m. Monday through Friday except for holidays (will be provided to the successful contractor (10 total days), and shall be completed prior to 7:00 a.m. Monday through Friday.

10.4 The County shall issue keys to the facility to the successful contractor. The contractor must be bonded and shall be held strictly responsible for the keys issued.

10.4.1 No keys shall be duplicated.

10.4.2 In the event any key used by the contractor is lost, the contractor shall be responsible for the re-keying of the facility as directed by the County.

10.4.3 The contractor shall be held solely responsible for the security of the facility while on the premises and is also responsible for leaving the facility secure after performance of the cleaning service.

11. APPROXIMATE SPACE: We estimate the square footage of cleaning space to be as follows:

11.1 Co. Engineer's Administrative Office (Bldg. #C): approx. 6,024 sq. ft. carpet area
786 sq. ft. hard floors

11.2 County Engineer's Shop area (Bldg. #B): approx. 2,321 sq. ft. hard floors

11.3 County Weed Control Authority (Bldg. #B) approx. 1,000 sq. ft. hard floors

12 INDEPENDENT CONTRACTOR: It is understood by submission of this offer, the Bidder is an independent contractor and not an employee of the County for all purposes, including: wages, taxes, withholdings, benefits, employees relations, etc.

13 INDEPENDENT PRICE DETERMINATION: By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

14 INDEMNIFICATION: The bidder shall indemnify and hold harmless the County, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

- 14.1 In any and all claims against the County or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 14. shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

CLEANING SPECIFICATIONS AND STANDARDS - WORKSHEET

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	ANNUAL WEED
1.	<p>PLUMBING FIXTURES AND DISPENSER CLEANING: Shall be free of all deposits and stains so that the item is left without cleaning streaks, film, odor, or stains.</p> <p>AREA INVOLVED: All restrooms, toilets, sinks, showers (shop only) and drinking fountains (shop only)</p> <p>FREQUENCY: Daily</p>	\$_____	\$_____	\$_____
2.	<p>SWEEPING: Properly swept floor is free of dirt, dust, grit, lint, and debris, except imbedded dirt and grit. Corner and edges shall also be clean.</p> <p>AREA INVOLVED: All hard surface floors including entry ways</p> <p>FREQUENCY: Daily</p>	\$_____	\$_____	\$_____
3.	<p>TRASH REMOVAL: All waste receptacles shall be emptied and the contents shall be disposed of in the proper designated container provided by the County. All used trash liners are to be replaced as needed.</p> <p>AREA INVOLVED: All waste receptacles including those located in the backroom, patio, front door and cigarette receptacles</p> <p>FREQUENCY: Daily</p>	\$_____	\$_____	\$_____
4.	<p>VACUUM: Properly vacuumed floor is free of all dirt, dust, grit, lint and debris. Corners and edges shall also be cleaned.</p> <p>AREA INVOLVED: All carpeted surfaces (office only) and provided entrance mats</p> <p>FREQUENCY: Daily</p>	\$_____	\$_____	\$_____
5.	<p>METAL CLEANING: All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance. Cleaner is to be removed from adjacent surfaces.</p> <p>AREA INVOLVED: All restroom and sink fixtures</p> <p>FREQUENCY: Daily</p>	\$_____	\$_____	\$_____
6.	<p>SPOT CLEANING: A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.</p> <p>AREA INVOLVED: Any soiled area</p> <p>FREQUENCY: As needed</p>	\$_____	\$_____	\$_____
7.	<p>ENTRY WINDOW CLEANING: Glass surface shall be free of finger prints, film, streaks, and tape with a uniformly clear appearance.</p> <p>AREA INVOLVED: Entry doors and side glass panels</p> <p>FREQUENCY: Daily</p>	\$_____	\$_____	\$_____
8.	<p>DUSTING: A properly dusted surface is free of all dirt and dust streaks, lint, and cobwebs.</p> <p>AREA INVOLVED: All horizontal surfaces including all horizontal blinds</p> <p>FREQUENCY: Weekly</p>	\$_____	\$_____	\$_____

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	ANNUAL WEED
9.	DAMP MOPPING: A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris, or standing water. AREA INVOLVED: All hard surface floors, including entry ways FREQUENCY: Daily	\$_____	\$_____	\$_____
10	SCRUBBING: Scrubbing is satisfactorily performed when all surfaces are with out imbedded dirt, cleaning solution, film, debris, stains, marks, standing water, and floor has uniformly clean appearance AREA INVOLVED: All hard surface floors FREQUENCY OFFICE - At least once a month, more if conditions require SHOP - At least <u>twice</u> a month, more if conditions require	\$_____	\$_____	\$_____
11	BUFFING OR FINISHED FLOOR SURFACES: All finished floors will be buffed for maximum gloss, removal of surface dirt, and a uniform appearance. AREA INVOLVED: All finished hard surface floors FREQUENCY: At least monthly, more frequently if conditions warrant	\$_____	\$_____	\$_____
12	CARPET CLEANING: OFFICE ONLY: Periodic cleaning of carpets, shall be accomplished by steam cleaning or other methods in use. AREA INVOLVED: All carpet floor surfaces FREQUENCY: At least twice annually, spot cleaning as necessary	\$_____	N/A	N/A
13	LIGHT FIXTURE/VENT CLEANING: Fixtures/vents shall be washed free of dirt and dust streaks, lint and cobwebs. AREA INVOLVED: All light fixtures and ceiling vents FREQUENCY: At least once annually	\$_____	\$_____	\$_____
14	VACUUM/CLEANING OF BLINDS: Blinds shall be vacuumed free of dust and dirt streaks, lint and cobwebs. Spot clean any fabric blinds as necessary. AREA INVOLVED: All vertical blinds FREQUENCY: At least once annually	\$_____	\$_____	\$_____
15	FLOOR FINISH REMOVAL: Finish removal is accomplished when surfaces have all finish removed to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution, standing water and floor has uniform appearance when dry. Plain water rinse and pickup must follow finish removal immediately. AREA INVOLVED: All appropriate hard surface floors FREQUENCY: At least once every five (5) years, more frequently if conditions warrant NOTE: Assess condition at time of site visit to indicate necessity of this service.	\$_____	\$_____	\$_____
16	FLOOR FINISHING: Undertaken by powered machines. Finishing and sealing includes: 1) proper cleaning & preparation of surface including removal of residue/ previous washings, 2) proper rinsing of floors to remove all soap residue, 3) application of a minimum of three coats of floor finish on scrubbed floor and five coats on stripped floors. AREA INVOLVED: All appropriate hard surface floors FREQUENCY: At least once every five (5) years, more frequently if conditions warrant NOTE: Floors must be finished in accordance with manufacturers recommended standards using a UL listed slip resistant floor finish. Assess condition at site visit.	\$_____	\$_____	\$_____

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	ANNUAL WEED
17	EXTERIOR WINDOW CLEANING: All exterior windows to be cleaned inside and out. AREA INVOLVED: All glass surfaces and windows. FREQUENCY: Twice annually, once in the fall and spring	\$_____	\$_____	\$_____
18	INTERIOR WINDOW CLEANING: All interior windows into offices interior office doors w/windows AREA INVOLVED: All interior windows into offices plus all interior doors with windows FREQUENCY: Once a week	\$_____	\$_____	\$_____
19	BATHROOM TILE: Wiping down the tile in the bathrooms AREA INVOLVED: All bathrooms FREQUENCY: As needed	\$_____	\$_____	\$_____
20	WASHING WALLS: Spot cleaning all painted walls as necessary AREA INVOLVED: Hallways, offices and bathrooms FREQUENCY: As needed	\$_____	\$_____	\$_____
	SERVICES WORKSHEET TOTALS:	\$_____	\$_____	\$_____

GRAND TOTAL FOR ALL ANNUAL SERVICES LISTED: \$_____